Aastra 6730i/6731i
IP Phone for MX-ONE

Quick Reference Guide

AASTRA

LZT 103 103 R1B
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Important User Information

English

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Declaration of Conformity

Hereby, Aastra Telecom Sweden AB, SE-126 37 Hägersten, *declares that this telephone, is in conformity with the essential requirements and other relevant pros of the European R&TTE directive 1999/5/EC.*

Details to be found at:
http://www.aastra.com

CE

Safety Instructions

Save these instructions.

Read these safety instructions before use!

Note: *When using your telephone or connected equipment, the following basic safety precautions should always be followed to reduce risk of fire, electrical shock and other personal injury.*

- Follow instructions in the equipment's user guide or other documentation.
- Always install equipment in a location and environment for which it is designed.
- For mains powered telephones: Only operate with the mains power voltage indicated. If you are uncertain of the type of power supplied to the building, consult property management or your local power company.
- For mains powered telephones: Avoid placing the telephone's power cable where it can be exposed to mechanical pressure as this may damage the cable. If the power supply cord or plug is damaged, disconnect the product and contact qualified service personnel.
- Do not make any changes or modifications to equipment without seeking approval from the party responsible for compliance. Unauthorized changes or modifications could void the user's authority to operate the equipment.
- Do not use the telephone to report a gas leak in the vicinity of the leak.
- Do not spill liquid of any kind on the product or use the equipment near water, for example, near a bathtub, washbowl, and kitchen sink, in a wet basement or near a swimming pool.
- Do not insert any object into equipment slots that is not part of the product or auxiliary product.
- Do not disassemble the product. Contact a qualified service agency when service or repair work is required.
- Do not use a telephone (other than cordless type during an electrical storm).

Disposal of the product

Your product should not be placed in municipal waste. Please check local regulations for disposal of electronic products.

Power

6730i: Powered from a 5 V AC power adapter. No PoE support. Power adapter is included.

6731i: Powered either from a 48 V AC/DC power adapter or via PoE according to IEEE 802.3af

Recommended power adapters

- D0023-1051-02-75 (North America)
- D0023-1051-00-75 (Universal)

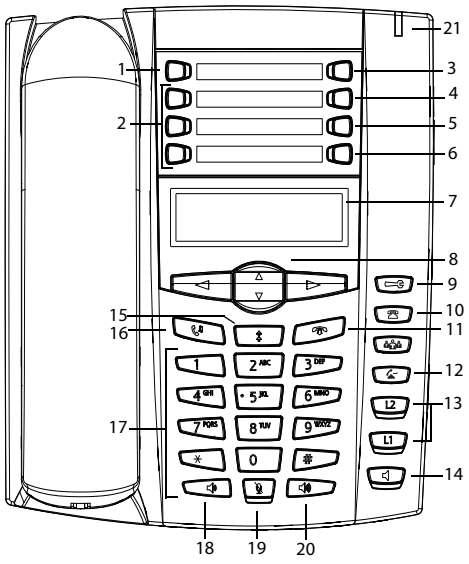
Aastra 6730i/6731i
Quick Reference Guide

English

This Quick Reference Guide includes short descriptions on how to use the basic features of the IP phone Aastra 6730i/6731i when used with a MX-ONE system. More features and technical requirements are available in the User Guide.

The complete User Guide is available in electronic format on www.aastra.com

Read the safety instructions before use!



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Display screen

The screen comprises three information lines.

On standby	The screen displays: - extension number - E.g. the user name, number of missed incoming calls since the list was last displayed, absence or diversion may be shown. - The date and time
During a call	The screen displays: - The correspondent's name and/or number - An icon showing the call status - The time since the start of the call
In the menus	In the options menus, in the local directory, lists and during programming, the screen guides the user in his or her choices and settings.

Display Information

Navigating the menu: *To reach the options menu, press the following key:*

Press ▼ and ▲ to scroll the menu. Press ◀ to exit and ▶ to enter the option.

Log On and Log 0ff

Log on: *Press the LogOn key. Enter the extension number and press ▼ for Enter.*

If a PIN code is initiated in MX-ONE, there will be a Password prompt. Enter your PIN code as Password and press ▼ for Enter.

If you do not know your extension number or your PIN, contact your system administrator.

• If the log on is successful, the extension number (and name) of the user is shown in the display.

Log off: *Press theLogOff key. Scroll to choose if you want to keep the incoming- and outgoing calls lists. Press Enter*

• If the log off is successful, the display shows "Logged off"

***Note:** If you don't clear the lists, someone else that logs on with another extension number on your phone can see your call lists.*

Answer Calls

Answer:

Handsfree mode: *Press handsfree key*

Answer a second incoming call: *Press the flashing line key*

End call: *or press*

Reject call: *Press*

Answer Calls (Continued)

Answer a call to a monitored extension (MNS key): *The lamp by the MNS key flashes and one signal is heard.*

Press the MNS key to answer the call.

Picking up calls

You can answer a call from another phone:

Call pick-up: ***Extension number.*** *Wait for a busy tone and* ***8***

France: ***0***

New Zealand: ***4***

Sweden: ***6***

Group call pick-up: ****8#***

Finland and Sweden: ****0#***

U.S.A. and Canada: ****59#***

Missed Calls

Check missed calls: *Press the Callers list key*

Missed calls are indicated in the list by a phone symbol with the handset kept on.

Make Calls

To make a call in discreet mode (without loudspeaker), just lift the handset before or after dialling the number.

Internal calls: ***Extension number.*** *Press* ***Dial***

External calls: ***External access code*** + ***External number.*** *Press* ***Dial***

Dial by Contact (Local Directory): *see Local Directory*

Calling from the call lists: *Scroll to the record in the callers- or outgoing calls list +* *or*

Make Calls (Continued)

Dial by shortcut (Speed Dial): *Press the shortcut key*

Redial last external number: ***

Finland and Sweden: ***0**

Mute

Mute microphone during call: *Press*

Silent ringing: ***Options List*** > ***Preferences*** > ***Tones*** > ***Ring Tone*** > ***Silent***

Note: *The ring signal is switched off permanently*

Volume

Adjust the listening volume of the: *Press*

- Handset
- Headset
- Ringer
- Hands-free

Callback

(The busy extension calls back when free.)

Order: *Press* ***6***

France, New Zealand and Sweden: ***5***

Cancel all callbacks: ***#37#*** *Press* **Dial**

Cancel single callback: ***#37* extension number #***

U.S.A. and Canada: ***#6***

Call Waiting

(A call waiting signal is sent to the busy number)

Order: *Press* **5**. *If you hear a ring tone, keep the handset off hook.*

Sweden: ***4***

France and New Zealand: ***6***

Cancel call waiting:

(Call Waiting signal is indicated on line 2 ( ) during an ongoing call on line 1.)

Answer: *Press*

Intrusion

(Intrude a busy extension to ask the party to hang up.)

Activate: *Press* **4**

France, New Zealand and Sweden: ***8***

Bypass

(Bypass Diversion (e.g. Follow-me) on a specific extension.)

Activate: ****60* Desired number #***

U.S.A. and Canada: ****1*...***

Inquiry

Ongoing call: *Press* , *call 3rd party.*

Switch between calls: *Press the line key that holds the call you want to retrieve.*

Put on Hold

Ongoing call: *Press*

Resume a call: *Press* *again*

Conference

Ongoing call: *Press* *to call 3rd party, after answer press* **3**

Repeat to add more.

Transfer

Ongoing call: *Press , call the desired number, press again*

Call Forwarding

Order Follow-me and External Follow-me

Order Follow-me: ****21* new answering position number #***

Press ***Dial***

Canada, United Kingdom and U.S.A.: ****2*...***

Order external Follow-me: ****22# Enter external line access code + number#***

Press ***Dial***

Cancel Follow-me and External Follow-me

Cancel Follow-me: ***#21#***

Press ***Dial***

Cancel External Follow-me: ***#22#***

Press ***Dial***

Personal Number

Order or change profile from own extension: ****10*n #***

Press ***Dial***

n = the desired profile number

Cancel: ***#10#***

Press ***Dial***

Messages/Voice Mail

If a voice mail system is used, the system administrator will most likely choose to set voice mail on key 6 according to fig. p. 5.

Messages/Voice Mail

Call voice mail system (e.g. record greeting announcement): *Press the voice mail shortcut key*

Listen to received messages: *The message waiting lamp is slowly blinking when there is a pending message.*

****32#*** *Press* ***Dial*** *to listen to it.*

Local Directory

The system administrator will most likely choose to set Local- or Corporate directory on key 5 according to fig. p. 5.

Exit the local directory: ***Local directory*** *or*

Search for a *contact*: *In the local directory, scroll down to the first contact and press the first letter of the name you want to search.*

Call from local directory: *In the local directory, scroll to the contact and press or*

Add a *contact* to local directory: *In the local directory, press Save key then follow instructions*

Delete *contact* from local directory: *In the local directory, scroll to the contact and press Delete (twice)*

Deleting all *contacts* from the local directory: *Local directory + Delete (twice)*

Edit *contact*: *In the local directory, scroll to the contact and press ◀ to erase.*

Presence Information

Select absence reason with return date/time:

****23*Absence reason*Date/Time#***

Press ***Dial***

The absence reason and the format of time and date are site dependant. Contact the system administrator for information

Canada and U.S.A: ****24*..***

Select absence reason without return date/time:

****23*Absence reason#***

Press **Dial**

The absence reason is site dependant. Contact the system administrator for information

Canada and U.S.A: ****24*...***

Cancel:

#23#

Press **Dial**

Canada and U.S.A: ***#24#***

General Deactivation

Deactivate all activated features:

#001#

Press **Dial**

U.S.A. and Canada: ****0#***

Display Language

Change display language:

Options List > **Preferences** > **Language** > **Screen Language**

Enter ****08*n#*** *to inform the sytem about the language*

Press **Dial**

n = language number. Contact the system administrator.

Change keypad characters:

Options List > ***Preferences*** > ***Language*** > ***Input Language***

Time and Date

Set time format:

Options List > **Preferences** > **Time and Date** > **Time Format**

Set date format:

Options List > **Preferences** > **Time and Date** > **Date Format**

Account Code

New external call:

****61*Account code# external number.***

Norway and Finland: ****71*...***

Ongoing external call:

Press

Dial ****61*Account code#***

Press the line key that holds the call.

Norway and Finland: ****71*...***

Authorization Code

Common Authorization Code

Dialing:

****72* Authorization code #***

Press **Dial** *and wait for verification tone. Dial external number.*

Canada and U.S.A: ****6*...***

Austria, Germany, The Netherlands: ****75*..***

Locking extension:

****73* Authorization code #***

Press **Dial**

Canada and U.S.A: ****71*...***

Unlocking extension:

#73* Authorization code #

Press **Dial**

Individual Authorization Code

Dialing from own extension:

****75* Authorization code #***

Press **Dial** *and wait for verification tone. Dial external number.*

Austria, Germany, The Netherlands: ****72*...***

Authorization Code (Continued)

Dialing from other extension:

75* Authorization code *own extension number# *Press* **Dial** *and wait for verification tone. Dial external number.*

Austria, Germany, The Netherlands: ****72*...***

Locking extension:

****76*Authorization code #*** *Press* **Dial**

Unlocking extension:

#76*Authorization code # *Press* **Dial**

Shortcut Keys

Some shortcuts can be programmed by the user, while others require administrator rights. Shortcuts that the user can program are called Speed Dial keys, and are phone numbers and service codes.

Program a new shortcut: *Use web interface*

Edit a shortcut:

Options List > Preferences > Speed Dial Edit *Press the key to edit and then edit number. Press* ***Save***

Delete shortcut:

Options List > Preferences > Speed Dial Edit *Press the key to delete and erase the number by* ◀ *and* ***Save***

Using the Web Interface

Log On: *Open a web browser on your PC and enter the phone's IP address in the address field. Enter*

userid: user

password: blank is the default password

Find out the phone's IP address:

Options List > Phone Status > IP & MAC address

Enter the IP address into the address field in the web browser in your PC

Boss Secretary

In this section, it is assumed that a personal number list 1 (profile 1) and a personal number list 2 (profile 2) are set up in MX-ONE. The Personal number list in profile 1 includes the number of the secretary. Profile 2 has not the secretary's number included.

Abbreviations:

Extension number of the boss: <Boss num>

Extension number of the secretary: <Secr num>

Personal Number: PEN

Activate the Boss Secretary feature on the secretary's telephone.

Press the shortcut for the PEN key.

The lamp at the PEN key is lit and the text **Profile status change for <Boss num> ordered** *is briefly shown in the display*

The calls to the boss are announced on the secretary's telephone and the display shows **Via: <Boss num>**

Deactivate the Boss Secretary feature on the secretary's telephone

Press the shortcut for the PEN key.

The lamp at the PEN key is turned off and the text **Profile status change for <Boss num> ordered** *is briefly shown in the display*

The calls to the boss, are announced on the telephone of the boss

Boss Secretary(Continued)

Activate the Boss Secretary feature on the telephone of the boss	*Press the shortcut for the PEN key.* *The lamp at the PEN key is lit and the text* **Profile status change for <Boss num> ordered** *is shown in the display* *In the display, #1 is shown to indicate Profile 1* *On the secretary's telephone the lamp is lit at the PEN key* *The calls to the boss, are announced on the secretary's telephone*
Deactivate the Boss Secretary feature on the telephone of the boss	*Press the shortcut for the PEN key* *The lamp at the PEN key is turned off and the text* **Profile status change for <Boss num> ordered** *is shown in the display* *In the display, #2 is shown to indicate Profile 2* *On the secretary's telephone the lamp is also switched off at the PEN key* *The calls to the boss, are announced on the telephone of the boss*

Do Not Disturb (DND)

One of the shortcut keys may be configured to DND. Press the key if you don't want to be disturbed. Then anyone trying to call you will get busy.

Activate:	Press the DND key. "DND On" will be shown in the display and the Message waiting lamp is lit.
Deactivate:	Press the key again. The Message waiting lamp is turned off.

Corporate Directory

The system administrator will most likely choose to set Local- or Corporate directory on key 5 according to fig. p. 5.

Search for a contact:	In Corporate directory, you get prompted for "Name or Phone:". If you want to search only by last name, enter e.g. the first letter of the last name. If you want to search only by first name, enter a comma (press 1 seven times) followed by e.g. the first letter of the first name. If you want to search by full name, enter e.g. the first letter of the last name and then the first letter of the first name separated by a space (press * twice). Then press ▼ to search. The search result is shown in the form of a list of names. Scroll in the list to the wanted contact.
Call from Corporate directory:	If the search found the contact, press ▶ to enter the contact. Scroll down to the phone number. Press ▶ to call.

FCC Statement (U.S.A.)
This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC rules.

These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

• Reorient or relocate the receiving antenna.

• Increase the separation between the equipment and receiver.

• Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.

• Consult the dealer or an experienced radio/TV technician for help.

HAC (Hearing Aid Compatible)

Aastra develops and delivers innovative and integrated solutions that address the communication needs of businesses, small and large, around the world.

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